



**Homeland  
Security**

Science and Technology

May 28, 2013

Shawn Musgrave  
MuckRock News  
DEPT MR 2014  
PO Box 55819  
Boston, Massachusetts 02205

RE: **2013-STFO-09**

Dear Mr. Musgrave:

This acknowledges receipt of your Freedom of Information Act (FOIA) request to the U.S. Department of Homeland Security (DHS), Science and Technology Directorate (S&T), dated October 16, 2012. You are seeking the following: 1) any requests for proposals, proposals submitted by vendors, contracts, budgets or cost allocations for the purchase and/or use of aerial drones, UAs, UAVs and UASs; 2) any policies, guidelines, manuals and/or instructions on department use of drones including on the legal process required such as a warrant or court order, if any, before operating a drone; 3) any departmental records concerning this departments use of drones now or plans to use drones in the future; a) any departmental records concerning this departments use of drones now or plans to use drones in the future including; b) policies, guidelines, manuals and/or instructions on storage requirements or procedures for video static images obtained through use of drones, including retention time; c) records concerning the altitude at which drones can or do fly; and d) records concerning drones ability to carry weapons.

Because your request was not specifically addressed to this office, your letter was received by this office on May 17, 2013. To ensure delivery of FOIA requests submitted to DHS S&T, please submit your FOIA requests via mail to FOIA Officer Katrina Hagan, U.S. Department of Homeland Security, Science and Technology Directorate, 245 Murray Lane SW, Mail Stop 0205, Washington, DC 20528, via email to [stfoia@hq.dhs.gov](mailto:stfoia@hq.dhs.gov), or via fax to (202) 254-6739.

Due to the increasing number of FOIA requests received by this office, we may encounter some delay in processing your request. Per Section 5.5(a) of the DHS FOIA regulations, 6 C.F.R. Part 5, the Department processes FOIA requests according to their order of receipt. Although DHS's goal is to respond within 20 business days of receipt of your request, the FOIA does permit a 10-day extension of this time period. As your request seeks numerous documents that will necessitate a thorough and wide-ranging search, DHS will invoke a 10-day extension for your request, as allowed by Title 5 U.S.C. § 552(a)(6)(B). If you care to narrow the scope of your request, please contact our office. We will make every effort to comply with your request in a timely manner.